



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

BombChion

DAVID E. JANSSEN
Chief Administrative Officer

December 4, 2003

To: Supervisor Don Knabe, Chair
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

SHERIFF BOARD LETTER REQUESTING TO RETROACTIVELY ISSUE PURCHASE ORDERS TO THREE (3) VENDORS FOR VARIOUS FIXED ASSETS AND SERVICES AND SUPPLIES ORDERS (ITEM NO. 40, AGENDA OF DECEMBER 9, 2003)

The Sheriff's Department is requesting approval to allow the County's Purchasing Agent, Internal Services Department (ISD), to issue three (3) retroactive purchase orders to vendors for various fixed assets and services and supplies orders (Attachment I). The three (3) invoices total \$38,931.

These three (3) invoices were not previously identified and are in violation of the County's purchasing guidelines. The Department uncovered these violations as a result of the Department's internal controls. As a result of these violations, the Department has provided training to staff and initiated administrative investigations to determine if disciplinary action is warranted.

Your approval of this request would allow the Department to pay the outstanding charges identified in this letter. Although it is not our practice to recommend retroactive contracts, we are placing this item for your consideration on the December 9, 2003 Board Agenda as a policy issue.

If you have any questions, please contact Brian Mahan at (213) 893-2297.

DEJ:DL
RG:BM:kd

Attachments

Retro Purchase order

SHERIFF
Retroactive Purchase Orders
FY 2003-04

<u>Vendor Name</u>	<u>Date Services Rendered</u>	<u>Amount Due</u>	<u>Description of Fixed Asset/Service/Supply Rendered</u>	<u>Bureau/Location</u>
1. Orion Electronics	May 2003	\$ 9,684	- upgrade to existing Global Positioning System tracking equipment	Major Crimes Bureau
2. Honeywell Corporation	August 2001	7,035	- fuel control system	Aero Bureau
3. Long Beach Uniform Co., Inc.	June 2003	22,212	- American Body Armor protective vests	Operations Bureau
TOTAL OWED		\$ 38,931		